

# MUNICIPAL SCHEDULE

**STANDARD**    Law Enforcement Records

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<b>Abandoned Motor Vehicle (AMV) File</b>  Records concerning abandoned motor vehicles towed. Includes releases and sales, and notifications.	Destroy in office after 3 years.	
<b>Accreditation Records</b>  Records concerning compliance with those standards outlined by professional law enforcement agencies' accreditation programs.	Destroy in office after 1 year.*	

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Activity Reports**

Destroy in office when administrative value ends, if not made part of a case file.

Reports of activities of officers on each shift or special detail worked. Includes lists of information on occurrence of all criminal activity, complaints and arrests, traffic violations and accidents, rescue service calls, hours worked, miles traveled,

location of call, type of call, time of call, papers served, and other related information. (This information is normally collected by the day and month for statistical reporting.)

See also REPORTS AND STUDIES (Internal Administration).

**Alarm Call Reports**

Destroy in office when administrative value ends.

Reports completed by officers responding to alarm calls. Includes listing of alarm type time received, time arrived, reason for activation, and other related information.

May include forms completed by businesses naming emergency contacts, location of safe, and other related information.

**Ambulance Call Records**

Destroy in office after 5 years.

Records concerning emergency calls accompanied by law enforcement personnel.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Animal Control Records**

Reports of animal control calls.

May include information regarding animal bites, animals received from citizens, strays caught, animals taken to shelters or returned to owner, use of tranquilizer guns, and other related information.

a) Destroy in office records concerning dangerous animals until dead or after 10 years.

b) Destroy in office records concerning animal abuse cases after 5 years.

G.S. 105-284

c) Destroy in office remaining records after 1 year.

**Arrest Processing: DWI Tracking Records**

Records used to track a defendant's time and activities while in arrest processing.

May include time of arrival, time to and from workstations, time to and from magistrate's office, time allowed to use the telephone, and notes documenting any unusual and/or violent behavior.

Destroy in office 2 years after date of arrest

Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of records.

**Arrest Processing: Tracking Records**

Records used to track defendant's time and activities while in arrest processing.

May include time of arrival, time to and from workstation.

Destroy in office 1 year after date of arrest.

Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of records.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Arrest Reports**

Destroy in office 5 years after last arrest.

Comply with applicable provisions of G.S. 132-1.4 confidentiality of records.

Reports concerning arrests made by officers.

May include complete name, alias, nickname; residence; sex; age; date of birth; physical description; offense committed; car make, and license number; occupation; telephone numbers; names of witnesses; name of arresting officer(s);

and other related information.

**Auction Records**

Destroy in office after 3 years.\*

Records concerning abandoned and unclaimed articles and found property sold at public auction.

May include auction receipts of monies received for items sold.

**Automobiles and Property In Storage: Sales and Reports Records**

Destroy in office 1 year after sale or other disposition.

Records detailing the sale of automobiles and property confiscated by law enforcement personnel.

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<b>Basis Training Schools (Historic)</b>  Police academy basic course records used to verify course content and hours of ropical coverage when needed for court purposes.  Includes curriculum and course schedules, instructor listings, trainee rosters, attendance data, and exam grades.	Destroy in office after 20 years.*	
<b>Bicycle Registration</b>	Destroy in office after 1 year.	
<b>Breathalyzer Records</b>  File includes preventative maintenance records, lists of qualified operators, and other records related to breathalyzer used by the department.	Destroy in office 3 years.	

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Case Histories: Not Officially Investigated**

Destroy in office when administrative value ends.

Records related to complaints not officially investigated.

**Case History File: Felonies**

a) Destroy in office records concerning solved cases after 20 years.\*

Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports; statements of seized and returned property, interview sheets; case status reports, photographs, court orders,

correspondence, officer's notes, laboratory tests, court dispositions and other related records.

b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).

**Case History File: Misdemeanors**

a) Destroy in office records concerning solved malicious misdemeanor cases after 3 years.\*

Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports; statements of seized and returned property, interview sheets; case status reports, photographs, court orders,

correspondence, officer's notes, laboratory tests, court dispositions and other related records.

b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a).

GS 132-1.4

c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years.\*

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Citizen Complaints/Administrative Investigation Records**

Destroy in office 3 years after resolution

Citizen complaints against department employees.

May include administrative investigation reports initiated within the sheriff's office.

**Civil Process Records**

a) Destroy in office execution sales concerning real or personal property after 10 years.\*

Records concerning civil papers processed and served by sheriff's office.

May include lists of summons, notices, subpoenas, court orders served; lists of items seized or sold on executions; lists of judgements collected, ejectments.

b) Destroy in office all other records after 2 years.\*

(Entries are usually filed numerically by case number and indexed by name).

**Commendation Letters**

Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

Letters received commending law enforcement personnel for outstanding performance.

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**RECORDS SERIES TITLE**

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**Communications Records**

Destroy in office after 30 days.\*

Records relating to incoming and/or outgoing communications (telephone, radio, dispatch).

May include tapes, printouts, logs of telephone, radio, dispatch, 911 emergency calls, computer aided dispatch (CAD) systems; time/date/contents/location of call, name of unit sent to scene, other related information.

GS 132-1.4

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**Complaints (Law Enforcement)**

Destroy in office 3 years after resolution

Records concerning complaints to which a unit responded.

May include logs listing name/address of victim, time/date/nature of complaint, responding officer's name, action taken, other related information.

GS 132-1.4

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**Composite Interviews**

Destroy in office when administrative value ends if not made part of case file.

Summaries of interviews used to determine the physical description of suspects.

May include race, sex, build, weight, eye/hair color, skin tone, weapon description, other related information.

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\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction



**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Confidential Funds**

Destroy in office in 3 years.\*

Records concerning use of confidential funds for vice/narcotics and special investigations.

**Crime Analysis Records**

Destroy in office when administrative value ends.

Records used to anticipate, prevent or monitor possible criminal activity.

May include crime reports, photographs, complaints, copies of citations, criminal profile information, interoffice memorandums generated or accumulated in connection with investigations or directed patrols.

GS 132-1.4

**Crime Prevention Records**

Destroy in office when administrative value ends.

Records concerning sheriff's office and community meetings and other functions which seek to prevent or monitor possible criminal activity.

May include meeting schedules and agendas, and other related records.

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Criminal History Records**

Destroy in office when administrative value ends.

Records concerning the arrest history of individuals.

May include summary sheets/cards, arrest reports, mug shots, fingerprint cards, other related records.

GS 132-1.4

**Daily Bulletins**

Destroy in office when administrative value ends.

Bulletins used to provide officers with information concerning stolen vehicles, missing persons, new warrants, wanted persons, other specific complaints and/or incidents.

May include "be on the look out" records and forms.

**Deadly Force, Use of Force**

Destroy in office 5 years after resolution \*

Records concerning incidents involving the use of deadly force by departmental personnel.

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**RECORDS SERIES TITLE**

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**Death of Inmate Reports**

Destroy in office after 3 years\*

Reports filed by office upon the death of an inmate. A report must be sent to the county health director and NC Department of Health and Human Services, within five days of the death.

GS 132-1.4, GS 153a-225

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**Detention Facility Inspection Records**

Destroy in office after 3 years\*

Inspection reports of county detention facilities

May include reports made by the NC Department of Health and Human Services.

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**Detention Facility Logs and Records**

Destroy in office after 3 years\*

Records concerning all activities occurring during shifts at detention facilities.

May include end of duty (shift change reports, key/radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc) and inmate accountability

(rosters, commitment and release reports, cell locations, ect.) records.

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<b>Division of Criminal Information and National Crime Information Center (DCI-NCIC) Entries</b>  Records and logs listing entries and inquiries made against DCI-NCIC networks.  May include information regarding missing persons, wanted persons, stolen vehicles or other property, and other related topics.	Destroy in office after removal from DCI-NCE terminal.	
<b>Division of Criminal Information and National Crime Information Center (DCI-NCIC) Validation Records</b>  Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.	Destroy in office after 3 years*	
<b>Domestic Violence Case Files: Closed (copies)</b>  Copies of court restraining orders related to domestic violence cases.	Destroy in office when administrative value ends.*	
		GS 132-1.4

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Domestic Violence: Activity Reports**

Destroy in office after 3 years\*

Report concerning statistical information relating to the Domestic Violence Unit.

May include orders served, miles driven, hours worked, arrests made.

GS 132-1.4

**Driver's License Revocations File**

Destroy in office after 1 year.

**Driving Under the Influence (DUI) Reports File**

Reports used for persons arrested for driving under the influence of alcohol.

May include breathalyzer analysis reports.

a) Transfer original records to county clerk of superior court's office.

b) Destroy in office reference copies when administrative value ends if not made part of a case file.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Emergency Action Records**

Destroy in office when superseded or obsolete.

Response plans and procedures to be taken in the event of a fire, disaster, bomb threat, or other emergency.

May include records documenting emergency drills.

**Equipment Inventory and Issuance Records (Law Enforcement)**

Destroy in office when superseded or obsolete.

Inventories of equipment issued to all personnel.

**Expunctions**

Records concerning the expunction of a convicted individual's records.

a) Transfer Final Disposition Report to the State Bureau of Investigation once all records relating to the case are expunged.

May include petitions, affidavits, other related records.\*

b) If petition is approved all records relating to that case are to be destroyed in accordance with court order.

GS 132-1.4; GS 15A-145; GS 15A-146; GS 90-96; GS 90-113-14

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Extradition Case Records: Felonies**

Follow disposition instructions for CASE HISTORY  
FILE: FELONIES.

Records concerning the extradition of prisoners in and out of state.

May include court orders, correspondence, and other related records.

**Extradition Case Records: Misdemeanors**

Follow disposition instructions for CASE HISTORY FILE:  
MISDEMEANORS.

Records concerning the extradition of prisoners in and out of state.

May include court orders, correspondence, and other related records.

**False Alarm Reports and Violations**

a) Transfer to case file if necessary.

b) Destroy in office remaining records after 1 year.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Federal Forfeiture Records**

Destroy in office after 3 years.\*

Records concerning funds received from seized assets and records concerning expenditures made with federal forfeiture funds.

**Field Observation Reports**

Destroy in office after 1 year if not made part of a case file.

Reports concerning field observations of suspicious persons or vehicles.

May include subject's name, address, physical description; date, time, location of occurrence; reason for stop; name of officer conducting interview; other related information.

GS 132-1.4

**Fingerprint Cards**

a) Transfer original copy to State Bureau of Investigation in accordance with GS 15A-502.

Numerically numbered index or similar record used to verify a subject's identity.

May include fingerprints and all necessary information required to identify an individual. Fingerprint cards are often part of a case or criminal history file.

b) Destroy in office duplicate records after 3 years.

GS 132-1.4

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction



## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Fingerprint Cards (Latent)**

Latent finger and palm prints which were found at the scene of a crime without identification of suspects.

a) Transfer original copy to State Bureau of Investigation in accordance with GS 15A-502.

b) (Felonies) Destroy in office duplicate records concerning investigated cases 20 years after case solved.\*  
(Misdemeanors) Destroy in office duplicate records concerning investigated cases 3 years after case solved. \*

GS 132-1.4

**Firearms Range Utilization File**

Records concerning ranges approved for use and utilized by other law enforcement agencies. Includes letters of request, responses, and waiver forms executed by members of requesting agencies.

Destroy in office when administrative value ends.

**Firearms Training Records**

Documentaion of results of firearms qualification (scores) attained by each sworn member of the department during annual training with firearms for which qualification is required.

Destroy in office after 3 years.\*

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Forcible Entry Reports**

Destroy in office after 1 year.

Reports concerning forcible entries made by sheriff's office personnel.

**Fugitive Warrants Case Records**

Destroy in office 1 year after case is closed.

Records concerning fugitive warrants sent to a department from another jurisdiction requesting assistance in finding an individual.

May include fugitive profile and warrant.

**Handgun Permits**

a) Forward copies of issued handgun permits to State Bureau of Investigation.

Applications filed for handguns and concealed handguns.

b) Destroy in office copies of issued permits when superseded or obsolete.

May include lists of permit holders, records of background checks, and other related documentation.

GS 14-415

c) Destroy in office remaining records including histories (background checks) and denied applications after 90 days.

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**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

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**Identification Photographs**

Destroy in office after 3 years if not made part of a case file.

Photographs (mug shots) and negatives of persons arrested in association with formal investigations.

May include driver's license photos.

GS 132-1.4

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**Incident/Offense Reports**

a) Retain in office records concerning investigated cases according to applicable disposition instructions for Case History: Felonies or Case History: Misdemeanors.

Reports completed by officers responding to incidents.

May include victim, suspect, witness information; damaged and stolen property reports; statement sheets; Miranda waiver forms; other related records.

b) Destroy in office all other reports when administrative value ends.

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**Informant Records**

Destroy in office records not made part of a case file when superseded or obsolete.

Records concerning informants.

May include correspondence, payment records, other related records.

GS 132-1.4

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Inmate Classification Records**

Destroy in office 3 years from date of last release.\*

Records concerning classification information gathered by the detention facility while inmates are incarcerated.

May include incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, other related records.

**Inmate Commitment Records**

Destroy in office after 1 year.

Copies of judgement and commitment papers (PC 107s) received from the Clerk of Superior Court's office used to validate time spent incarcerated.

**Inmate Financial Records**

Destroy in office 3 years from date of last release\*

Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated.

May include balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, other related information

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Inmate Grievance Records**

Destroy in office 2 years after settlement.\*

Records concerning grievances filed by inmates and actions taken.

**Inmate Incarceration Records (Active and Inactive)**

Destroy in office 3 years from date of last release.\*

Records concerning non-medical information gathered on inmates in county detention facilities.

May include entry/release summaries, detainees' arrest sheets, court commitment/release orders, work release records, pretrial release agreements, other related records concerning arrest and confinement of an individual.

**Inmate Law Library (Research) Requests**

Destroy in office 1 year from date of request.

Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials.

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Inmate Mail/Telephone/Visitor Records**

Destroy in office after 1 year.\*

Records concerning telephone calls and mail sent and received by inmates, attorneys, ministers, or family members visiting inmates confined in county detention facilities.

May include logs listing inmate's name, date/time of call or mail, visitor's signature/address, other related information.

**Inmate Meal Records**

Destroy in office after 3 years\*

Records concerning the planning and scheduling of inmate meals.

May include food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals, other related records.

**Inmate Medical Records**

Destroy in office 5 years from date of last release.\*

Records concerning medical examinations, diagnoses, and treatments of inmates. May include medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles,

laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctor's orders, transportation

records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial

GS 8-53

responsibility forms.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Inmate Personal Identification Records**

Destroy in office 30 days after receipt.\*

Records concerning changes to be made to an inmate's incarceration file.

May include personal identification changes, superior court calendar, long form dismissals, other related records.

**Internal Affairs Case Records**

a) Destroy in office records concerning substantiated cases after 20 years.

Records concerning internal investigations of alleged officer misconduct.

May include complaints, investigation reports, other related records.

b) Destroy in office record concerning unsubstantiated cases when administrative value ends.

**Juvenile Case History**

Records concerning complaints and incidents involving juveniles.

May include incident/arrest reports, detention orders, disposition instructions, name/address of person having legal/physical custody of child, fingerprint cards, photographs, correspondence with county/state juvenile services, other related records.

a) Destroy in office when juvenile reaches 21 years of age if adjudicated for offense that would have been Class A, B1, B2, C, D or E felony if committed by adult.

b) Destroy in office records related to all other cases when juvenile reaches 18 years of age.

GS 7B Juvenile Code

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

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**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

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**Juvenile Detention Records**

Records concerning medical and non-medical information gathered on juvenile inmates held in county detention facilities.

a) Destroy in office medical records when juvenile reaches 21 years of age.

b) Destroy in office non-medical records when juvenile reaches 18 years of age.

GS 7B Juvenile Code

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**List of Inmates Reports**

Lists of inmates furnished weekly to the clerk of superior court.

Destroy in office when administrative value ends.

GS 153A-229, GS 7A-109.1

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**Master Index File**

Alphabetical or numerical indexes containing information on each individual having contact with the sheriff's office either as a witness, complainant, victim, or arrested person.

May include indexes used to locate cases or any other record used or created by the department.

Destroy in office when superseded or obsolete



**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Mobile Video Unit Tapes**

Destroy in office after 30 days.\*

Tapes generated by mobile audio and video recording equipment installed in patrol vehicles.

**Modified Diet Requests**

Destroy in office after 3 years.

Records concerning requests for special diets made by inmates due to religious or medical reasons.

**Monthly Confinement (Jail) Reports**

Destroy in office after 3 years\*

Monthly reports submitted to the NC Department of Health and Human Services listing confinement figures.

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Mutual Aid Agreement Records**

Destroy in office when administrative value ends.

Records concerning officers who work with other agencies and vice versa.

May include mutual aid agreements and supporting documentation.

**Observation Reports (Law Enforcement)**

Transfer to employee's personnel file upon termination of employment for review and disposal.

Reports filed by field training officers who observe trainees.

**Parking Meter Records**

a) Costs, locations, and number installed: Destroy in office when reference value ends.

b) Collection Records: Destroy in office 3 years after released from all audits.

c) Maintenance Records: Destroy in office after 2 years.

Records concerning parking meters maintained by the police department.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Parole Commission Notification Reports**

Destroy in office after 3 years.\*

Reports submitted to NC Parole Commission listing dates of incarceration, jail credit, and other related documentation.

GS 148-32.1

**Pawnshop Cards**

Destroy in office after 3 years\*

Pawnshop cards and property records submitted to sheriff's department.

**Peer Counseling**

Destroy in office after 5 years.

Monthly report statistics, background information, and lesson plans.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Permission to Search Records**

Destroy in office after 3 years if not made part of a case file.

Authorization for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation.

**Personal Histories of Known or Suspected Law Breakers**

Destroy in office when administrative value ends.

Records collected concerning an identifiable person or group of persons in an effort to anticipate, prevent or monitor criminal activity.

May include witnesses' statements, laboratory tests, surveillance, reports, investigators' or confidential informants' statements, photographs, vital statistics, and other related records.

GS 132-1.4

**Personnel Inspection Reports**

Destroy in office when administrative value if not made part of the officer's personnel file.

Inspection reports concerning individual officer's physical appearance and condition of uniform and weapons.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Physical Force Records**

Destroy in office after 3 years.\*

Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.

**Polygraph and Drug-screening Program**

Destroy in office when administrative value ends.

Records concerning the polygraph and drug-screening program. Includes study, recommendation, and related material.

**Prisoner/Mental Patient Delivery Record**

Destroy in office after 5 years.

Verification forms completed by receiving party of prisoner/mental patient.

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Property Records: Confiscated**

Destroy in office 1 year after disposition of property.

Itemized lists of all property confiscated by the law enforcement office pursuant to law.

**Property Records: Confiscated**

Destroy in office 1 year after disposition of property.

Itemized lists of all property confiscated by the sheriff's office pursuant to law.

**Property Records: Evidence**

Destroy in office 1 year after disposition of property.

Records used to control and track evidence.

May include descriptions of property, physical evidence examination requests, records documenting final disposition of property.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Property Records: Stolen/Recovered**

Destroy in office 1 year after disposition of property.

Records concerning recovery of stolen property

May include descriptions of property and its value, serial numbers, other related records. Records may be filed with original incident report.

**Property Records: Unclaimed**

Destroy in office 1 year after disposition of property.

Disposition records concerning unclaimed property held by law enforcement office.

May include descriptions of property and serial or identification numbers.

**Pursuit Logs**

Destroy in office after 5 years if not made part of a case file.

Logs concerning pursuits by law enforcement office personnel.

## RECORDS SERIES TITLE

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**Reimbursement Requests for Inmates Confined Locally**

Destroy in office after 3 years.\*

Reports and supporting documentation sent to NC Department of Corrections requesting state and/or federal reimbursement for inmates serving sentences of thirty days or more in a county detention facility.

GS 148-32.1

**Ride-Along Program Records**

Destroy in office after 3 years.\*

Records concerning a sheriff's office ride-along program.

May include citizens' applications to participate, waivers of liability, other related records.

**Serious Incident Reports**

Destroy in office after 3 years.\*

Detention facility incident reports.

May include detailed narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, other related records.



## RECORDS SERIES TITLE

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**Sexual Offender Records: Sex Offender and Public Protection Program**

Records concerning sexual offenders living within jurisdiction.

a) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after 10 years or when individual is known dead or moves from jurisdiction.

b) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or moves from jurisdiction.

GS 14-208

**Shift Assignment Records**

Schedules assigning officers to the shifts they will be working.

May include special assignments for extra work.

Destroy in office when superseded or obsolete.

**Special Order Records**

Special orders issued by sheriff concerning the adoption or revision of policy and established procedures on department, division, section, or individual level.

a) Retain in office records with historical value permanently.

b) Destroy in office remaining records when superseded or obsolete.

**RECORDS SERIES TITLE**

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**Squad Leader Promotion File**

Transfer to the agency personnel officeto be incorporated into official personnel file 1 year after employee terminates service.

Records concerning individual request and promotional potential evaluations for promotion to police squad leader for uniform and non-uniform positions.

**Statistical Reports (Law Enforcement)**

Destroy in office when administrative value ends.

Statistical reports and summaries of all law enforcement activities undertaken by office.

May include copies of uniform crime reports submitted to the NC Department of Justice.

**Stolen Motor Vehicles**

Destroy in office after case is resolved.

Records concerning the investigations of cases of stolen motor vehicles

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Taxicab Inspection and Licensing File**

Destroy in office after 1 year.

**Teletypes File**

Destroy in office when administrative value ends.

Teletype notices received from or sent to various law enforcement agencies concerning lost property, wanted persons, arrests, missing persons, and other related topics.

**Towed/Seized Vehicle Inventories**

Destroy in office after 3 years.

Inventories of towed and seized vehicles.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Traffic Accident Reports**

Records concerning traffic accidents.

May include general correspondence, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, other related records.

a) Transfer original collision report to NC Division of Motor Vehicles within 10 days of accident.  
b) Destroy in office duplicate records when reference value ends.

c) Destroy in office after 3 years records concerning accidents not meeting NC DMV reporting requirements, but for which a report was made.

**Traffic Citation and Parking Ticket, Records of Dates Turned in by Police Officer**

Records listing dates traffic citations and parking tickets were turned in by police personnd.

Destroy in office after 1 year.\*

**Traffic Citation and Parking Tickets File**

Destroy in office after 1 year.\*

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Traffic Citations**

a) Transfer original to county clerk of superior court's office.

Citations issued to drivers violating motor vehicle and traffic laws.

b) Destroy in office department copies when administrative value ends if not made part of a case file.

May include time/date/location of violation, license number, violation code, officer's name, signature of person receiving citation, other related information.

**Trainee Intern Program File**

Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.

Records concerning study, recommendation, and all related material relevant to the Police Intern Program for future sworn officers.

**Training Attendance File**

Destroy in office after 2 years.

Records concerning DCI training presented at the departmental level in agreement with the State Division of Criminal Information. Includes attendance and grade reports.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Training Records**

Destroy in office when administrative value ends.

Records concerning each course taught by sheriff's office.

May include schedules, course curriculum, attendance rosters, instructor's name, development material, other related records.

**Training Records: Personnel**

Transfer to Personnel Records (Official Copy) upon termination of employment for review and disposal.

Records concerning the training of officers.

May include records documenting in-service training schools conducted to develop skills/knowledge/abilities; field training observation reports; supervisory career assessment forms; certificates; firearms qualifications; other related records

other related records maintained in accordance with N.C. Administrative Code and Criminal Justice Commission standards and regulations.

**Transfer Request File**

Destroy in office after 1 year.

Requests for transfer made by staff personnel.

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Transient Solicitor Registration File**

Destroy in office after 2 years.

Forms from tax department listing vendors, salespeople, products, and duration of licenses.

**Trespass Law Enforcement Records**

Destroy in office when superseded or obsolete.

Authorizations by property owners, lessees, or managers for sheriff's office officers to take whatever actions they deem appropriate to remove unauthorized persons and issue trespass warnings.

**Unclaimed Property Records: Inmates**

Destroy in office 90 days after release and attempt to notify former inmate.

Records concerning unclaimed personal property stored by the department during an inmate's incarceration.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Vehicle Inspection and Inventory Reports**

Destroy in office after 1 year.

Inspection reports of patrol units and inventories of equipment assigned to each vehicle. (Records are used to identify any missing or damaged items.)

**Vehicle Recovery Authorizations**

Destroy in office 1 year if not made part of a case file.

Authorization by owner to have stolen car towed upon its recovery.

**Vehicle Towing Records**

Destroy in office after 3 years.

Consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.



**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Wanted Persons File**

Destroy in office after 5 years.

Records or lists concerning wanted persons not included in Daily Bulletin.

**Warning Tickets**

Destroy in office when administrative value ends if not made part of a case file.

Warning tickets issued by sheriff's office.

May include name and address of person and reason for warning.

**Warrant Registers**

Destroy in office after 5 years.

Registers listing warrants served by sheriff's office.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Warrants File**

Warrants issued by a court directing a person to be taken into custody to answer charge.

Return to issuing clerk of superior court's office as required by law once served, cancelled, withdrawn, or otherwise disposed of.

**Work Release Earnings Reports**

Inmates' work release earnings reports submitted either to the NC Department of Corrections or the Clerk of Superior Court.

Destroy in office after 3 years.\*

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**Wrecker Service Records**

Records concerning wrecker requests or calls.

Destroy in office after 1 year.

May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, other related records.